

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Recreation Playground Aide (Seasonal) Revision Date: 02/14
EEO Category: Paraprofessional
Status: Non-exempt
Control No: 50763

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Recreation Coordinator and Recreation Playground Supervisor, organizes and supervises playground program and participants.

III. Essential Duties:

- Follow City/Department policies and procedures.
- Assist with overall playground program to include arts and crafts, games, storytelling, music, etc.
- Inventory equipment and arts and crafts supplies.
- Organize participants into age groups for various activities.
- Set-up parks for games, crafts, and activities.
- Be creative and adaptable to change.
- Ensure the safety of participants, staff and citizens.

IV. Marginal Duties:

- Report any issues or concerns to the Recreation Playground Supervisor.
- Make phone calls for Recreation Playground Supervisor.
- Assist with Youth Arts Festival
- Perform other duties as assigned.

V. Qualifications:

Experience: Requires some experience in job related activities, including working with children; must be at least 14 years of age.

Knowledge of: Games, sports, arts and crafts, storytelling, music; proper English usage; general first aid.

Responsibility for: Some responsibility for the care, condition and use of materials, equipment, tools, etc.; some responsibility for making decisions affecting the activities of people.

Communication Skills: Contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, and Equipment Operation: Occasional use of office equipment including telephone, computer, fax machine, copy machine, and program equipment.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present due to stooping and kneeling required; must be able to lift up to 50 lbs.

Work Environment: Generally comfortable working conditions; frequent field work in working programs; frequent exposure to noise; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____